



# Case Study



## Company Profile

This Company was formed by merging five independent companies into one strong and powerful company in 1992. It has operations around the world and is known for the enduring quality of their liquor products and the reputation which has been maintained throughout. They are exemplary in responding to the changing needs of individual markets in each one of those countries. Around the globe, they employ more than 6,000 people, who are guarding the tradition of excellence dating back more than 145 years.

*In recent years, the demand to stay organized and manage tasks professionally with proper documentation and presentation has grown radically. This change in global business perspective subsequently compelled a popular FMCG group to upgrade their existing Microsoft Office System to Microsoft Office 2007 Suite. The upgraded version Microsoft Office 2007 is more user-friendly and has more features. It streamlines daily productivity solution and embraces desktop publishing tools. It also provides information management tools to accomplish routine tasks quickly and simplify database creation and reporting.*

## Business Need

With the growth of this company, the need to stay connected between different departments has also increased proportionately. Apart from this, the demand to save time and stay organized also emerged as major issues affecting the productivity. Consequently, it turned out to be a tough task for employees to manage the inventory of sales leads and opportunities including contact information, communications history, documents and more. As a result, the company decided to deploy MS Office 2007 as its core integration and workflow management platform. The interface of Office 2007 was totally different from MS Office 2003. The major problems for the employees were to find & access searching options as there is no concept of menu in Office 2007. Moreover, the employees were not aware of the new and enhanced features of Microsoft Office 2007. The employees also had a very little idea about how to track, view, and access customer information in Office Outlook 2007.

## Addresses:

### Headquarter

Suite no - 747,  
2010 Corporate Ridge,  
McLean, VA - 22102, USA  
Tel: 1-703-749-7711

### Delhi NCR

A - 4 & 5, LGF, Logix Park,  
Sector 16, NOIDA - 201 301  
UP, India  
TEL : +91 (120) 403 3800  
+91 (120) 431 5760  
FAX : +91 (120) 431 5766

### Mumbai

Trade Centre, Regus,  
1st Floor Bandra Kurla  
Complex, Bandra (E),  
Mumbai, India-400 051  
TEL : +91 22 40700 861  
FAX : +91 22 4070 0800

### Bangalore

Level 9, Raheja Towers,  
MG Road,  
Bangalore-560001 India  
TEL : +91 80 41800 746  
FAX : +91 80 4180 0900

### Chennai

Level 6, Chennai Citi Centre,  
10/11, Dr. Radhakrishnan  
Salai, Chennai – 600004  
TEL : +91 (44) 42218425  
FAX : +91 (44) 4221 8222

### Hyderabad

TEL : +91 40 4433 4467  
FAX : +91 40 4433 4444

### Kolkata

TEL : +91 33 44000733

## Solution

For flawless integration of existing technology, the company realized that it is imperative to train the staff of the corporation about Microsoft Office 2007 product. In order to fully grasp the potential of the product suite, the corporation further engaged AstroWix as a training partner for the product roll-out.

AstroWix helped them in getting the real usage of Microsoft Office 2007. Narrated in an interactive format, excellent instructors provided conversion training for the 2007 Microsoft Office System, which included Microsoft Outlook, Word, Excel and PowerPoint. The company witnessed an increase in efficiency; productivity and document quality after their teams participated in the programs. Apart from this, the employees gained the knowledge to use Microsoft Office 2007 software to create, edit, format and print documents. The training also helped in generating a confident feeling in using the 2007 Microsoft Office System.

## Benefits

The employees appreciated the usage of Microsoft Office 2007 and the work by AstroWix. After the completion of the training, the corporation realized the potential of new MS Office 2007 System to provide more efficient processes. The features like –quick search through Ribbons instead of traditional Menu based concept, new XML File format which compress the files and keep it more secured, galleries of Predefined Styles, better Looking Charts, enhanced Sorting and Conditional Formatting, more Drawing and Formatting Options, creating Smart Art Diagrams helped them to manage documents more effectively.

*For More than a Decade, AstroWix has been delivering excellence in Project Management to more than 250 fortune 500 companies and government organizations. We provide expert project management services to help organizations and their people perform to maximum potential.*